**Homerton Early Years Centre - Terms and Conditions from September 2023**

**General Information for all Children**

In order to provide the best possible childcare, Homerton Early Years Centre works in partnership with parents. To comply with legislation and provide efficient levels of care, it is necessary to implement certain operating standards. We have endeavored to keep the following to the absolute minimum and to ensure that they are fair to both parents/carers and service provider.

**Opening Times and Closures**

**Nursery**

Children in the Nursery (3-4 year olds). The day begins at 8.45am until 3.45pm for a full day or 8.45am – 11.45am for a morning session.

**Nest**

The children in the Nest (2 year olds) attend 9.00am – 4.00pm or 9.00am – 1pm for a morning session.

**Breakfast**

Breakfast is open form 8.00 -9.00 for Nest children and 8.00am – 8.45am for Nursery children during term time.

**Owlets – after school club**

Owlets is open from Monday to Friday 3.45pm – 5.45pm during term time.

**Breakfast and Owlets - Casual Bookings**

You will be able to book your child in for one-off sessions if there is space on the day. Places cannot be guaranteed and will be given on a first come first served basis. Cancellations will incur a charge.

**Holiday club**

We run an all-day (9am – 5pm) or half-day (9am – 1pm and 1pm – 5 pm) holiday club. Only children who are already at Homerton can book into the Holiday Club. Where space is available, we can offer places to children who have been at Homerton and are now at school, up to the age of eight years old. In special circumstances, if places are available, children who attend the other maintained nurseries in Cambridge, or children that are known to us may apply for a place. Children must be booked into the holiday club. Please book with Melody Wright at owlets@homerton.cambs.sch.uk. Holiday club quickly becomes full!

Fees for Holiday club must be paid in advance and fees for summer holiday club must be paid two weeks before the end of the school summer term. Please be aware fees are non-refundable.

**PLACES IN THE SCHOOL HOLIDAYS MUST BE BOOKED SEPARATELY**

**FEES – Homerton Early Years Centre**

**A deposit is required for fee-paying children. This deposit will be refunded in full at the end of a child’s time at Homerton unless there are outstanding fees payable, in which case it will be used to offset any outstanding balance.**

**If your child leaves mid-term we require 12 weeks’ notice for the deposit to be refunded.**

**Your deposit is non-refundable if your child does not take up the place once the contract has been signed.**

Fees are invoiced on a monthly basis. Once your child has been attending the Centre for more than three weeks you will be charged for your full week’s sessions as detailed on your signed contract. Invoices are adjusted for any Bank Holidays or Centre closures and are payable in **advance.** Payment method is by bank transfer (bank sort code 52-10-46, account number 25740938 - please put your child’s name as the reference). Fees must be paid within 14 working days. We also accept employer childcare vouchers, please check at the office to find out if we are registered with your employer.

To retain a place, full fees are payable during a child’s absences due to sickness or holidays taken in term time. This excludes Bank Holidays and when the Centre is closed. Fees are payable in advance and falling into arrears with payment will place your child’s place at risk. If agreement cannot be reached concerning prompt payment of arrears your child’s place may be terminated with immediate effect.

Fees are reviewed annually and at least one month’s notice will be given of changes in fees.

**Cancellation/Changes to Sessions**

**One term’s** notice is required to cancel sessions. Requests for additional sessions on a permanent basis or to swap session days can commence with immediate effect if availability allows. All cancellations or requests for permanent changes are required in writing.

**Absences and Sickness**

Due to staffing and expenses, you will be charged full fees if your child is sick or absent for any reason.

**Collection**

You must introduce the Centre staff to everyone who will collect your child. If another person is to collect your child, please inform a member of staff upon arrival and ensure this is noted. If for reasons beyond your control this is not possible, please inform us as soon as possible. Our staff will not release children, other than to the designated parents/carers, without authorization and identification. Children will not be released to anyone under 16 years of age.

**Late Collection**

If you are late collecting your child you will be charged £5.00 per 5 minutes. If your child is given an afternoon tea, then a charge of £18.50 will be invoiced.

**Medical/Health Information**

Sicknesses and diseases are required to be reported to the Centre and a period of absence observed as per the Sickness Policy (available to all parents in the Centre’s office and on the website). Medication will be administered to children at the Centre as per the Medicine Policy and accidents occurring at the Centre will be recorded and treated as per the First Aid Policy. The Centre is required to be notified of any accidents/incidents that occur at home to ensure that side effects can be treated and monitored appropriately.

We do not supply nappies for those children requiring them.

**Modification of Terms and Conditions**

Homerton Early Years Centre reserves the right to amend its Terms and Conditions at any time. Such changes will be notified to parents in writing and will supersede all preceding Terms and Conditions.